

COMMISSIONERS MINUTES

OCTOBER 16, 2015

The Elmore County Commissioners met in regular session on the above date in the Commissioners Room, basement of the Elmore County Courthouse, 150 South 4th East, Mountain Home, Idaho.

Present at the meeting were Chairman Wes Wootan, Commissioners Bud Corbus and Al Hofer, Civil Attorney Buzz Grant, Clerk Barbara Steele, and Deputy Clerk Shelley Essl.

Motion by Wootan, second by Hofer, to go into Executive Session pursuant to I.C. 74-206(d) – 31-874 to discuss indigent applications. Roll call vote was taken.

WOOTAN **-AYE**

CORBUS **-AYE**

HOFER **-AYE**

Motion carried and so ordered.

Regular session resumed. The following decision was made as a result of the Executive Session:

K-09-15-01 Motion by Corbus, second by Hofer, to approve with a reimbursement order of \$50.00 per month and 50% of federal and state income tax refunds as payment to begin on 2/15/16.

WOOTAN **-AYE**

CORBUS **-AYE**

HOFER **-AYE**

Motion carried and so ordered.

Sheriff Rick Layher and Chief Deputy Mike Barclay appeared to update the board. The SILDS deputy is overseeing inmate labor at the fairgrounds and would like to make sure that the extra hours will not be a problem, considering that the deputy is a part time employee. The board approved the deputy working the extra hours on a temporary basis to get the project finished. Sheriff Layher went to Utah and picked up the new mud buddy boat. He would like the board to go out on the new boat to see how it operates. Sheriff Layher asked for an explanation on how the Family Medical Leave Act (FMLA) works, as one of his employees will be taking time off for a scheduled surgery. Deputy Barclay reviewed a contract from Zurchers regarding an E911 mapping system. Since using the new mapping system, they have found that it is not compatible with the current mapping system that is in place in the dispatch center. Deputy Barclay feels that the E911 mapping system needs to be compatible so dispatch can get updates of changes made by E911. He spoke with a representative at Zurchers regarding the compatibility issue. Zurchers has received a payment for the mapping system and Deputy Barclay would like Attorney Grant to draft a notice withdrawing the contract and requesting a refund of payment. Deputy Barclay also discussed the requirements for sole source purchasing for the Computer Automated Dispatch (CAD) and Record Management System (RMS) programs they currently have with Executive Information Systems.

Motion by Wootan, second by Corbus, to go into Executive Session pursuant to I.C. 74-206(d) – 31-874 to hold a Hearing of Reconsideration on case K-06-15-07. Roll call vote was taken.

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

A Hearing of Reconsideration was held on case K-06-15-07. Present at the hearing were Chairman Wes Wootan, Commissioners Bud Corbus and Al Hofer, Civil Attorney Buzz Grant, Clerk Barbara Steele, Deputy Clerk Shelley Essl, Social Services Director Marianne Bate, Social Services Assistant Candi Hinton, Elmore County Detective Greg Gentz, Attorney Michael Hague, representing St. Luke’s Elmore and the applicant. Questions were asked and answered and the hearing was closed.

Regular session resumed. The following decision was made as a result of the Executive Session:

K-06-15-07 Motion by Corbus, second by Hofer, to approve with a reimbursement order of \$75.00 per month and 50% of federal and state income tax returns as payment.

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

Motion by Hofer, second by Corbus, to approve the minutes for September 11, 2015.

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

Motion by Wootan, second by Hofer, to approve the Ambulance District Expenses in the amount of \$194.23, payable to Pine Resort, LLC.

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

Motion by Hofer, second by Corbus, to suspend the reading of Resolution No. 580-15 and refer to it in title only.

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

Motion by Hofer, second by Corbus, to approve Resolution No. 580-15 Personnel Policy Second Clarification of Employee Time Off Usage

WOOTAN..... -AYE
CORBUS..... -AYE
HOFER..... -AYE

Motion carried and so ordered.

RESOLUTION NO. 580-15

AT A MEETING OF THE BOARD OF ELMORE COUNTY COMMISSIONERS, STATE OF IDAHO, ON THE 16TH DAY OF OCTOBER, 2015, THE FOLLOWING RESOLUTION WAS UNANIMOUSLY ADOPTED, TO WIT;

WHEREAS, Elmore County has established a written personnel policy dated effective March 1, 1999, which policy has been amended from time to time (the "Personnel Policy"); and

WHEREAS, the Board of Elmore County Commissioners (the "Board") approved and passed Resolution No. 566-15 on May 18, 2015, regarding how an employee will be charged for time off; and

WHEREAS, the Board desires to clarify the position of Elmore County as it pertains to how Elmore County will charge an employee for time off based upon compensatory time, holiday time, vacation time and sick time; and

WHEREAS, the Board desires to rescind and terminate Resolution No. 566-15 upon the approval and passage of this Resolution.

NOW BE IT THEREFORE RESOLVED that the Board hereby amends the Personnel Policy as follows by the addition of the following:

1. In the event an employee requests paid time off (excluding emergency health situation, scheduled medical or surgical leave and/or unscheduled sick leave) and such time off is granted by his or her supervisor, the employee shall be charged time in the following order: 1) holiday time; 2) compensatory time, after 80 hours of accrued time; and 3) vacation time.
2. In the event an employee requests paid time off for an emergency medical situation, scheduled medical and/or surgical leave and/or unscheduled sick leave, the employee shall be charged time in the following order: 1) sick pay; 2) holiday time; 3) compensatory time, after 80 hours of accrued time; 4) vacation time; 5) sick leave bank, if applicable; and 6) time off without pay.
3. Any employee who is out on medical leave for three (3) or more consecutive business days must provide an excuse from his or her treating health provider and be released to return to work. The employee's supervisor, in consultation with the Director of Human Resources and advice of the Elmore County Prosecuting Attorney's Office, shall make a determination whether the Federal Medical Leave Act applies to the employee's individual situation. If the FMLA applies, the County shall comply with its obligations under the Act. The leave schedule set forth in Paragraph 2 of this resolution applies to FMLA leave.
4. In the event of a conflict between the Personnel Policy and this Resolution, this Resolution shall control
5. The Board hereby rescinds and terminates Resolution No. 566-15 as of the date hereof, and such Resolution No. 566-15, shall be of no further force and effect after the date hereof.

Approved as a Resolution of the Elmore County Board of Commissioners effective on this 16th day of October 2015.

Warrant Copies-Fiscal Year 2010

Indigent

Denials-Fiscal Years 2009-2010

Released Liens-Fiscal years 1997-2010

“Temporary Records” – under Idaho Code §31-871(1)(c)

Auditor/Recorder

Tax Cancellations (Clerk’s Copy Only) – Fiscal Year 2013

Liquor License Applications - Fiscal Year 2013

Passport Transmittals – Fiscal Year 2013

Elections

Absentee Ballot Requests-Fiscal Years 2010-2013

Spoiled Ballots-Fiscal Year 2011

Mayfield Poll Book-Fiscal Year 2009

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the Prosecuting Attorney, as provide by Idaho Code § 31-871.

NOW, THEREFORE, BE IT RESOLVED, that the Elmore County Board of Commissioners in lawful meeting assembled hereby authorizes the destruction of the following paper records:

Auditor Certificates – Fiscal Year 2010

Monthly Financial Reports – Fiscal Year 2010

Posting Reports – Fiscal Year 2010

Commissioner Approvals – Fiscal Year 2010

Accounts Payable – Monthly Bills- Fiscal Year 2010

1099’S- Fiscal Year 2010

Warrant Copies-Fiscal Year 2010

Tax Cancellations (Clerk’s Copy Only) – Fiscal Year 2013

Audit Adjustments-Fiscal Year 2010

Liquor License Applications - Fiscal Year 2013

Passport Transmittals – Fiscal Year 2013

Absentee Ballot Requests-Fiscal Years 2010-2013

Spoiled Ballots-Fiscal Year 2011

Mayfield Poll Book-Fiscal Year 2009

Denials-Fiscal Years 2009-2010

Released Liens-Fiscal years 1997-2010

DATED this 16th day of October, 2015.

the Mountain Home Air Force Base was discussed. Attorney Campbell met with representatives of SPF Water Engineers and the Water Resource Board regarding the feasibility of the county participating in the Air Force base pump and pipe line project for use of Snake River water for aquifer recharge. The water board is interested in assisting with funding the project study. Attorney Campbell stated that the water board would like to see letters supporting the county's effort to get an aquifer recharge study conducted. Attorney Campbell was told by Cynthia Bridge-Clark of the Water Resources Board, that the Mountain Home Air Force Base is very interested in aquifer recharge, and that aquifer stabilization is very important to the base because a "healthy" Mountain Home is necessary to sustain the base. Discussion followed.

Attorney Grant reviewed the pros and cons of the proposed helipad on the Pine EMS property.

Jennifer Smith, Human Resources Manager, Jim Durham, Security Operations and Linda-Diane Hill, Pitney Bowes appeared to discuss the postage machine. Ms. Hill stated that the current postage machine is about to become obsolete and will be replaced with a newer machine. The new machine has many updated functions, such as having the ability to track certified mail, so the green "certified mail" card will no longer need to be attached to the back of the envelope. It will also have a "weight on the way" feature, which will save time when putting postage on packages of different sizes and weights. Ms. Hill will work with Attorney Grant regarding a contract for the new machine.

Motion by Wootan, second by Hofer, to adjourn.

WOOTAN **-AYE**
CORBUS **-AYE**
HOFER **-AYE**

Motion carried and so ordered.

WESLEY R. WOOTAN, Chairman

ATTEST:

BARBARA STEELE, Clerk